



Requirements to Develop or Subdivide a Property

Subdivision Application defined:

A State mandated process used to divide an existing piece of land into two or more lots, usually for the purpose of developing the land. It is also a tool for the City to get needed public infrastructure (roads, trails, utilities, etc.) installed and dedicated.

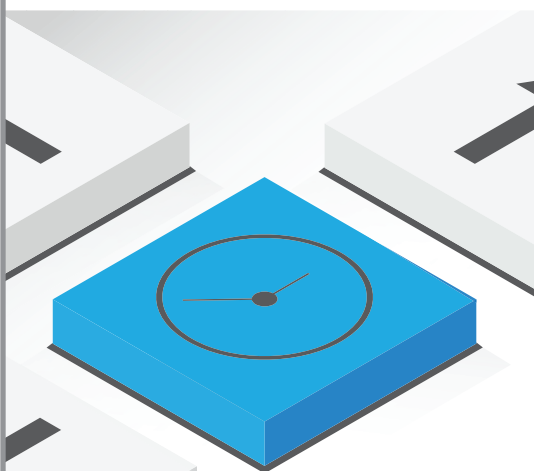
WHO CAN SUBDIVIDE:

An application to subdivide a piece of property can be made by a developer, property owner or anyone else whom the property owner chooses to work with. Each subdivision application has certain elements that must be submitted before the application can be accepted. All drawings for this application must be done by a licensed engineer.



WHEN CAN AN APPLICATION FOR SUBDIVISION BE MADE:

An application to subdivide a piece of property can be made at any time of the year. The entire process, which includes the formal review process, neighborhood meetings, development review meetings, and “redline” meetings, generally takes about six months. This time may be longer or shorter depending on the size and scope of the project.





SANDY CITY'S SUBDIVISION PROCESS

Three primary steps:

1

PRELIMINARY REVIEW

This step typically includes a neighborhood meeting and a development review meeting to begin the process. Once these are done the applicant must submit an application, pay the application fee and submit drawings to be reviewed by an assigned City Staff member from each City Department. Depending on the type of project the submitted sheets may include, grading and drainage, utilities, landscape, site plan, architectural plans, and road profiles to name a few.

2

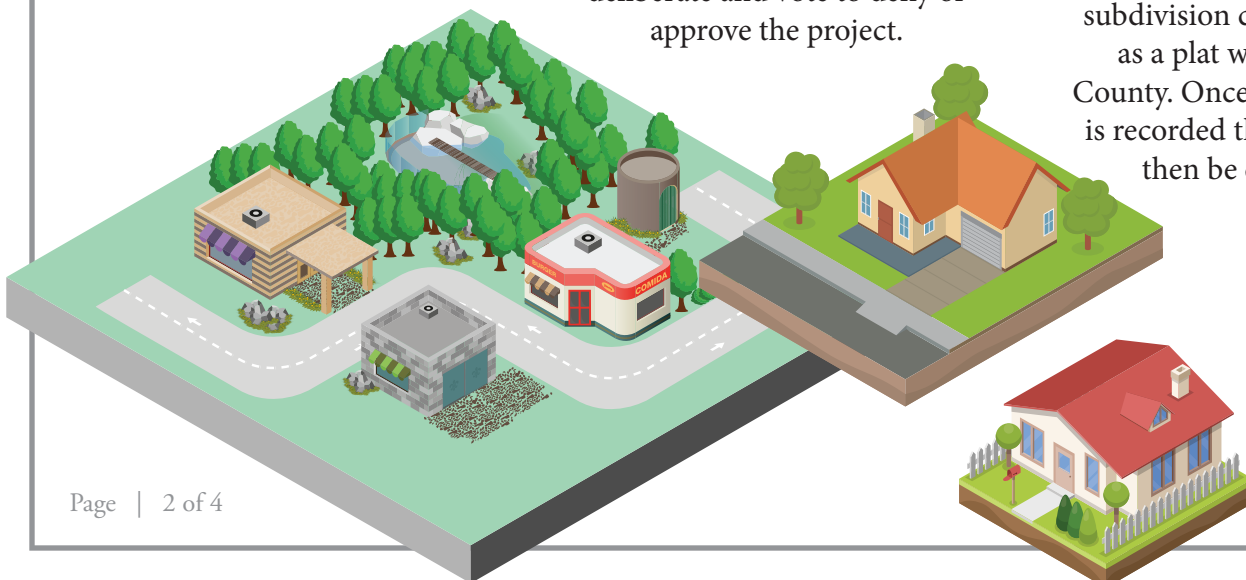
PRELIMINARY PLANNING COMMISSION APPROVAL

If no major concerns are identified by City Staff during the preliminary review, a recommendation is made for the application to go to the Planning Commission for review. The Planning Commission then holds a public hearing, which is noticed to all properties within 300 feet of the proposed subdivision. After hearing Staff's report of the project, the applicants report and all public comments, the Planning Commission (the land use authority) will deliberate and vote to deny or approve the project.

3

FINAL REVIEW

If the Planning Commission approves the preliminary submittal, the applicant can begin the final review process. This includes "fine tuning" the subdivision through a number of additional submittals to make sure all City standards are met and the document is ready to be recorded with the County. Any change made to the plat that is considered major, requires the applicant to return to the Planning Commission for an amended approval of the subdivision. After each department has approved the application, the subdivision can be recorded as a plat with Salt Lake County. Once the subdivision is recorded the new lots can then be developed.





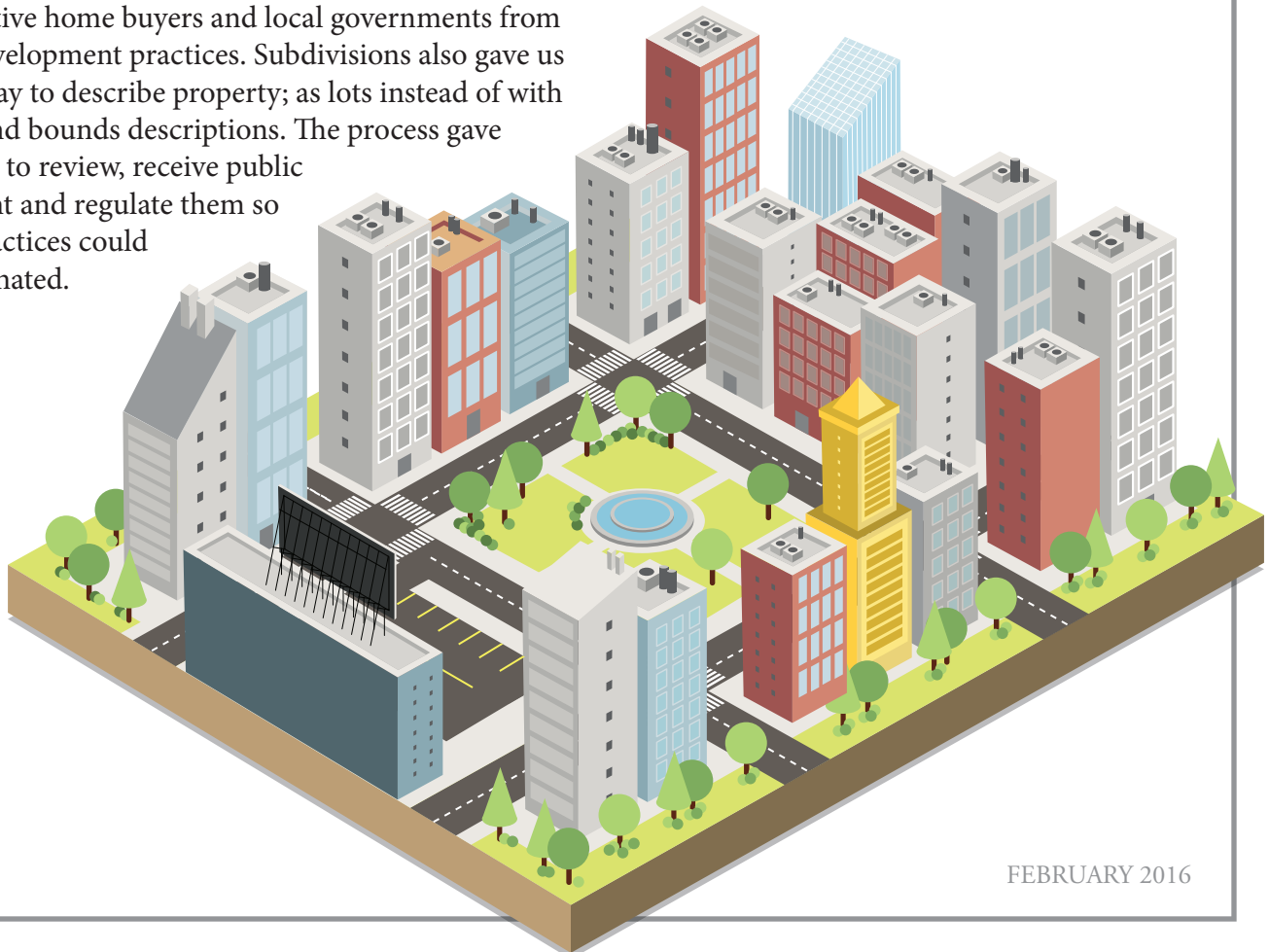
WHERE CAN A SUBDIVISION OCCUR:

A subdivision can be done on any piece of land, whether it has been subdivided before or not, where there is enough property to split the land into two or more pieces that are each conforming with the minimum requirements of the zone. For example, to subdivide an existing piece of property that is zoned R-1-8 (minimum 8,000 square foot lots) you would need at least 16,000 square feet of property. An approved subdivision does not grant the applicant the ability to build. A building permit and sometimes a site plan review process is required before building can occur.



WHY DO WE HAVE SUBDIVISIONS:

Before cities required a subdivision process, property could be split with little to no standards or regulations for how it should be done. The subdivision process was created to protect prospective home buyers and local governments from poor development practices. Subdivisions also gave us a new way to describe property; as lots instead of with metes and bounds descriptions. The process gave us a tool to review, receive public comment and regulate them so poor practices could be eliminated.





IMPORTANT TERMS TO KNOW:

PLAT: a recorded document prepared by a licensed surveyor or engineer that delineates property lines and shows monuments and other landmarks for the purpose of identifying property. Also referred to as a subdivision plat.

LOT: a legal parcel of land occupied or to be occupied by a main building or group of main buildings and accessory buildings together with such yards, open spaces, frontage, lot width, and lot area as are required by ordinance.

METES AND BOUNDES: a system of describing and identifying land by measures (metes) and direction (bounds) from an identifiable point of reference such as a monument or other marker, the corner of intersecting streets, or, in rural areas, a tree or other permanent feature.

SNEAK PEAK: SIX-PART SERIES

- 1 The Roles of Land Use Authorities Explained
(City Council, Planning Commission, Board of Adjustment, Community Development Director)
- 2 What is Zoning and How Does It Apply to Me?
- 3 Requirements to Develop or Subdivide a Property
- 4 All About Conditional Uses
- 5 What Every Sandy City Resident Should Know
- 6 Becoming Involved in Land Use Policy Development and Decisions